



THE OLAO ACQUISITION NEWSLETTER

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Volume 4, Issue 1 (DELPRO HELPLINE 301-496-0400 & PURCHASE CARD HELPLINE 301-435-6606) JANUARY 2002

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SEND US YOUR ACQUISITION ARTICLES.
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HIGHLIGHT(S)

OF THE MONTH

LEVEL I PACKAGES

The next Level I Certification Board will meet the last week in January, 2002. Please submit your Level I Package to your IC Coordinator so that your IC Coordinator can send your package to Annette Romanesk, 6011 Executive Blvd., Room 549A by January 14, 2002.

BEGINNING FEBRUARY, 2002, MANDATORY PURCHASE CARD TRAINING WILL BE AVAILABLE THROUGH THE NIH TRAINING CENTER

The NIH Purchase Card Program located in the Office of Logistics and Acquisition Operations will no longer conduct the mandatory purchase card training for new cardholders and card approving officials.

Beginning in February, 2002, training for new purchase cardholders and card approving officials will be offered by the Human Resource Development Division (HRDD), also known as the

NIH Training Center. Their website is: <http://learningsource.od.nih.gov/>. The training is a full-day class and will include both instruction on policy and regulations on the use of the card and hands-on system access to the purchase card log and reconciliation system. Employees who wish to request an IMPAC purchase card must first attend this training. The dates for this training will be 2/13/02, 3/8/02 and 4/18/02. The tuition will be \$272. The training is at EPS. Registration is available through the NIHITS system.

Hands-on ADB Purchase Card Log and Reconciliation Training for current cardholders and CAOs will be offered 2/14/02 and 4/17/02. This is a half-day class (8:30-12:00 or 1:00-4:30). The tuition is \$148. The training is at EPS. Registration is available through the NIHITS system.

SIMPLIFIED ACQUISITION CHECKLIST FOR CENTRALIZED/DECENTRALIZED PURCHASING OFFICES, DELPRO, AND PURCHASE CARDS

NEW DOCUMENTATION CHECKLIST FOR PURCHASES GREATER THAN \$2,500.00

The new checklist for acquisitions exceeding \$2,500.00 was developed by a committee of simplified acquisition representatives from throughout NIH. This checklist should be helpful as a guide to making purchases >\$2,500. This checklist provides information as to priority sources for supplies and services; NAICS codes; small business size standards; clearances; Buy American Act; licensing agreements for software; small business HHS 653 considerations; justifications for using other than a small business; competition or publicizing; JOFOC; price reasonableness determination; price reasonableness for Professional Service Orders; Visa information; DCIS reporting requirements; purchase order statements and/or attachments to the purchase

order; decommitment of obligated funds within the "Market Requisition Review" screen; and modification documentation.

Note: ICs who have decentralized ordering offices may have unique requirements that are not listed on this checklist

(See Attachment 1 for a copy of this new checklist)

(At a future date, this checklist will be available at the following website: <http://forms.cit.nih.gov/>)

DELPRO NOTES

WHEN TO USE SMALL OR LARGE BUSINESSES ON OPEN MARKET ORDERS AND FEDERAL SUPPLY SCHEDULE ORDERS

(1) OPEN MARKET ORDERS \$2,500 AND BELOW (i.e., MICROPURCHASES) MAY BE PLACED WITH EITHER A LARGE BUSINESS OR A SMALL BUSINESS. (2) OPEN MARKET ORDERS ABOVE \$2,500 MUST BE PLACED WITH A SMALL BUSINESS, UNLESS OTHERWISE JUSTIFIED. (3) FEDERAL SUPPLY SCHEDULE ORDERS \$2,500 AND BELOW MAY BE PLACED WITH EITHER A LARGE BUSINESS OR A SMALL BUSINESS. (4) FEDERAL SUPPLY SCHEDULE ORDERS ABOVE \$2,500 MAY BE PLACED WITH A LARGE BUSINESS IF THEY OFFER THE LOWEST PRICE, BUT SHOULD BE PLACED WITH A SMALL BUSINESS IF THEY OFFER THE LOWEST PRICE OR THE SAME PRICE AS A LARGE BUSINESS

If an item is not available from a priority source, such as NIH surplus or the NIH stores, UNICOR, the Committee for Purchase From People Who are

Blind or Severely Disabled (JWOD), or Federal Supply Schedules, then the order may be placed with an open market vendor. **When ordering from an open market vendor, orders \$2,500 and below may be placed with either a small business or a large business.** If possible, these orders should be rotated among vendors in order to obtain the best price. **All open market orders exceeding \$2,500, but not over \$100,000 are automatically reserved exclusively for small business concerns.** Therefore, any awards made to other than a small business between \$2,501 and \$100,000 must reflect in the DELPRO file sufficient documentation as to why an award was made to other than a small business.

On the other hand, if the order is from a **Federal Supply Schedule** vendor, orders \$2,500 and below may be placed with either a small business or a large business. Orders between \$2,501 and \$100,000 may be placed with a large business if the large business offers the lowest price, and if a small business offers the lowest price or the same price as a large business, the order should be placed with the small business.

PURCHASE CARD NOTES

LOST OR STOLEN CARDS

Submitted by: Milton Nicholas

All lost or stolen cards must be immediately reported to U S Bank at 1-800-227-6736. Customer Service Representatives are available 24 hours a day, 7 days a week. The cardholder must also notify the Purchase Card (PC) Program at Creditcard@od.nih.gov or on the global email listing [Help, Creditcard](#) or by telephone at 435-6605. Cards will normally be replaced within 7 to 10 business days after the report.

Cardholders **should not** reconcile any lost or stolen accounts if a new card has been ordered.

Upon receipt of the new account, cardholders should immediately notify the PC Program with the new account number. The PC Program will then

link the new account to the lost or stolen account in the ADB. Once the new account information is loaded into the Administrative Database (ADB) and linked to the previous account, prior transactions will also be linked to the new account. The cardholders are then asked to reconcile the new account and dispute any inaccurate or erroneous transactions.

Allow 24 to 48 hours for changes to become effective.

PURCHASE CARD REVIEWS (SEE ATTACHMENT 2 - PURCHASE CARD FILE REVIEW CHECKLIST)

PURCHASE CARD RECONCILIATION (SEE ATTACHMENT 3 - NIH PURCHASE CARD RECONCILIATION PROCEDURES)

HOW TO OBTAIN THE PURCHASE CARD APPLICATION FORM FROM THE CIT WEBSITE

Following is the CIT website where you can obtain a copy of the Purchase Card Application form: <http://mantis.cit.nih.gov/NIHFORMS/adobe/procurement/IMAPPL.PDF>

SIMPLIFIED ACQUISITION

RELATIVE WEIGHTING OF EVALUATION CRITERIA WHEN USING SIMPLIFIED ACQUISITION PROCEDURES

Submitted by: **Alfreda Mire**

AS A REMINDER - When soliciting quotations from potential offerors using the Simplified Acquisition Procedures, Contracting Officers and/or Ordering Offices (CO/OO) may be required to use evaluation criteria, but are not required to describe the relative importance of evaluation criteria factors in the solicitation. However, when commercial items are purchased exceeding the \$100,000 threshold for simplified acquisition procedures, but not exceeding \$5 million, the CO/OO shall insert the significant evaluation factors such as; 1) technical capability of the item to meet the government requirement; 2) price and past performance and quality, 3) small business participation, and include them in the relative order of importance of the evaluation factors. In addition, all potential quoters or offerors shall be notified of the basis on which the award will be made.

CONTRACTS

GWACs/MACs

All of the Department's Government Wide Acquisition Contracts (GWACs) and Multi Agency Contracts (MACs) are now on the Internet. The GWAC/MACs are listed at the KNOWNET site at <http://www.knownet.hhs.gov/acquisition>.

You will also find GWACs/MACs that were awarded by OLAO and which are available to the NIH. Please see (**Attachments 4**) for a description of these contracts.

MISCELLANEOUS INFORMATION

PER DIEM IS NOT AUTHORIZED IN THE LOCAL TRAVEL AREA

A per diem allowance is a specified dollar amount that is applied to lodging, meals, and related incidental expenses instead of reimbursement of actual expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses.

Per diem cannot be authorized at your official duty station or in the vicinity of your official duty station. This includes, e.g., meals or light refreshments provided by a contractor at IC staff meetings.

Local Travel Area - NIH personnel stationed in Bethesda will not be paid per diem or subsistence for temporary duty in the Washington Metropolitan Area (including the District of Columbia; Fairfax County; Alexandria, Arlington County; Montgomery County; Prince Georges County; Loudoun County; and Prince William County). Other frequently traveled locations which are within, or just outside, the 35 mile radius, and have been designated as part of the local area, are Baltimore City and Frederick, Maryland.

Exceptions:

Per diem can be authorized in what has been defined as the local travel area under the following conditions: (1) If you are traveling more than 35 miles from both your official duty station AND residence to the temporary duty site AND (2) you will be in travel status for a normal workweek (5 days); OR (3) you will be required to remain on official duty beyond a reasonable hour for return to the permanent duty station or residence, and are also required to return to the temporary duty station for duty early the next morning; (4) If you are an Advisory Council or Committee Member; (5) If you are authorized to travel in the local area under the Government Employees Training Act (5 U.S.C. 4109) and meals are necessary and all participants attending the course have been required by NIH to stay in the same local hotel in order to participate in daytime, and evening training activities as a necessary training expense; or (6) If you are

attending a non-Government sponsored meeting, conference, etc., and the registration fee is for attendance only. In this case you may be authorized a per diem allowance for meals only.

AVAILABLE TRAINING AND SEMINARS

PURCHASE CARD SURVIVAL

THE SIMPLIFIED ACQUISITION PROGRAMS BRANCH, DIVISION OF ACQUISITION PROGRAMS, is sponsoring a series of "Purchase Card Survival" meetings on the PURCHASE CARD PROGRAM. These meetings will be held four times a year. The following dates have been established through 2002:

MARCH 5, 2002, - TUESDAY.....NATCHER BLDG/BALCONY B....10:00 A.M. - 11:00 A.M.

JUNE 4, 2002, - TUESDAY.....NATCHER BLDG/BALCONY B....10:00 A.M. - 11:00 A.M.

SEPTEMBER 3, 2002, - TUESDAY.....NATCHER BLDG/BALCONY B....10:00 A.M. - 11:00 A.M.

DECEMBER 3, 2002, - TUESDAY.....NATCHER BLDG/BALCONY B....10:00 A.M. - 11:00 A.M.

Additionally, these meetings are teleconferenced into several locations. Contact Cole Stathes, at 435-3933, for specific information. Current information on Purchase Card Survival Meetings is available on the following website: <http://eos13.dcrf.nih.gov:80/od/opm/purchases/survival.html>

2635

PURCHASE CARD LOG & RECONCILIATION

The Purchase Card Log can be generated electronically through the ADB. This half-day course introduces electronic Purchase Logs and the reconciliation process with hands-on exercises in the ADB and the Data Warehouse. Students will create and reconcile an electronic Purchase Log in the ADB and create reports using the Data Warehouse.

This training is for current NIH Purchase Card holders who wish to create and reconcile electronic Purchase Logs using the ADB and produce reports using the Data Warehouse.

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
<u>2/14/02</u>	<u>1:00 - 4:30</u>	<u>Executive Plaza South</u>	<u>\$148</u>	<u>1/17/02</u>
<u>4/17/02</u>	<u>8:30 - 12:00</u> <u>1:00 - 4:30</u>	<u>Executive Plaza South</u>	<u>\$148</u>	<u>3/20/02</u>

MANDATORY

PURCHASE CARD TRAINING

This one-day course introduces the NIH Purchase Card, Purchase Logs and reconciliation process. Students will learn cardholder and card approving official responsibilities, uses and limitations of the purchase card, ordering procedures, implementation and maintenance of Purchase Logs, and the reconciliation process. As part of the reconciliation process, the proper use of both ADB and Data Warehouse's Purchase Card abilities will be explained. The class consists of lecture and hands-on exercises with the ADB Purchase Log and reconciliation process, as well as the Data Warehouse Purchase Card reports.

This course is mandatory for all NIH employees who wish to become Purchase Card Approving Officials or Cardholders. It is also recommended as refresher training for current cardholders or card approving officials.

2636 PURCHASE CARD TRAINING

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
<u>2/13/02</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza South</u>	<u>\$272</u>	<u>1/16/02</u>
<u>3/08/02</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza South</u>	<u>\$272</u>	<u>2/08/02</u>
<u>4/18/02</u>	<u>9:00 - 4:00</u>	<u>Executive Plaza South</u>	<u>\$272</u>	<u>3/19/02</u>

MANDATORY DELPRO PROCUREMENT TRAINING

The Delegated Acquisition Training Program and advanced acquisition seminars listed below are mandatory for Purchasing Agents, Approving Officials, Ordering Officials, and Procurement Officials with DELPRO authority. Failure to complete these seminars may result in loss of authority for DELPRO purchasing. The following courses will be available for enrollment this FY-2002.

2609

Federal Supply Schedules

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
04/09/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	\$207	03/05/2002
08/06/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	\$207	07/09/2002

2610

Consolidated Purchasing through Contracts

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
04/10/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	\$207	03/13/2002
08/07/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	\$207	07/10/2002

2611

Buying from Businesses on the Open Market

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
04/11/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	\$207	03/07/2002
08/08/2002	9:00 -12:00 1:00 - 4:00	Executive Plaza	\$207	07/11/2002

2617

Price Reasonableness in Simplified Acquisitions

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
02/21/2002	8:30 - 12:00 1:00 - 4:30	Executive Plaza	\$207	01/24/2002
05/30/2002	8:30 - 12:00 1:00 - 4:30	Executive Plaza	\$207	05/02/2002

2612**Professional Service Orders**

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
02/14/2002	8:30 - 12:00 1:00 - 4:30	Executive Plaza	\$207	01/17/2002
04/17/2002	8:30 - 12:00 1:00 - 4:30	Executive Plaza	\$207	03/20/2002
06/13/2002	8:30 - 12:00 1:00 - 4:30	Executive Plaza	\$207	05/16/2002
08/28/2002	8:30 - 12:00 1:00 - 4:30	Executive Plaza	\$207	07/31/2002

2603**Delegated Acquisition Training Program**

This class includes segments on processing FSS best value determinations, on open market requirements at various thresholds, and on each of the DELPRO mechanisms. Information is presented in a clear, logical and practical format. Included are exercises and a "hands-on" segment in which students actually access the ADB.

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Tuition</u>	<u>Cancellation Deadline</u>
Jan 14 thru Jan 17, 2002	9:00 - 4:00	Executive Plaza South	\$766	12/17/01
Mar 04 thru Mar 07, 2002	9:00 - 4:00	Executive Plaza South	\$766	2/11/02
May 20 thru May 23, 2002	9:00 - 4:00	Executive Plaza South	\$766	4/22/02
July 8 thru July 11, 2002	9:00 - 4:00	Executive Plaza South	\$766	6/10/02
Aug 19 thru Aug 22, 2002	9:00 - 4:00	Executive Plaza South	\$766	7/22/02

Although a Cancellation Deadline date may have passed, You MAY still submit a registration form through NIHITS at ANY TIME in case an opening occurs. For further information, please contact the Human Resource Development Division on 496-6211 or use the Uniform Resource Locator (URL), <http://learningsource.od.nih.gov/>.

THE OLAO ACQUISITION NEWSLETTER

We encourage the ICs to send us any articles they may have related to acquisition, so that we can include your articles in future newsletters.

The OLAO Acquisition Newsletter is published by the Office of Logistics & Acquisition Operations (OLAO), OA, OD.

This issue and prior issues are available through the OPM homepage: <http://www.nih.gov/od/olao/oa/>

To receive a hardcopy of the Newsletter or to correct / remove your mailing address for the Newsletter, (Mailing Key F113A), please FAX your request to (301) 402-0217, or E-MAIL your request to the following individuals:

Ms. Arlene Wallace at: wallacea@ors.od.nih.gov or

Ms. Margaret Agresti at: agrestim@ors.od.nih.gov

The above requesting methods are preferred. However, you may also contact the Reprographic Communications Branch on 496-6781 and asked to be placed on, or ask for a correction to or removal from Mailing Key F113A.

The Office of Logistics & Acquisition Operations, invites your comments and suggestions for future articles. Please address all correspondence to the co-editors Pat Seidel, E-mail: SeidelP@OD.NIH.GOV, Tim Theoharis, E-mail: TheoharT@OD.NIH.GOV, Annette Romanesk, E-mail: RomanesA@OD.NIH.GOV, or John Best, E-mail: BestJ@OD.NIH.GOV, OPM Acquisition News, Bldg. 6011, Room 549A. If you have any questions or comments regarding the information, policy and/or procedures published in the News, contact the DELPRO Helpline on 496-0400 and you will be referred to the appropriate area.

[Attachment 1: Documentation For Simplified/Commercial Item Acquisitions - Actions Greater Than \\$2,500 \(Revised 1 Jan 02\)](#)

PURCHASE CARD FILE REVIEW CHECKLIST (As of 10/03/01)

General Information

File Reviewed by: _____
Cardholder: _____
Date Reviewed: _____ Months reviewed: _____
Vendor Name: _____
Small Business? Yes _____ No _____ FSS Vendor? _____ Open Market _____
Order Amount: _____ Competitive Award? Yes _____ No _____
Other Required Sources Used? (Specify) _____

Comments:

I. ALL ORDERS :

(Circle the correct response. Circled responses that are highlighted indicate a problem.)

YES/NO Does the cardholder/CAO have any suggestions for improving the program?
See comments section III .

A. PROCEDURAL PROBLEMS:

1. YES/NO Was the Purchase Card/Convenience Checks in the possession of the cardholder?

2. YES/NO Was the cardholder placing the orders or issuing a Convenience Check?

3. YES/NO Was the Purchase(s) recorded on the Record of Purchase Card Order Log (including check number if applicable)?

4. YES/NO/NA If a clearance was required, is there a copy of the clearance in the monthly acquisition file? Specify clearance(s): _____, _____, _____, [NIH 26307-3/6307-3] <http://www3.od.nih.gov/oma/manualchapters/>

5. YES/NO/NA Does this requirement involve a licensing agreement (software, maintenance, other) (written or electronic format) (reference NIH Manual 6027)? If NO or NA selected go to question (6).

5a. YES/NO/NA

Is there evidence that the Project Officer, reviewed the licensing agreement for scientific/technical issues?

5b. YES/NO/NA

Is there evidence that after reviewing the licensing agreement, the Project Officer certified the agreement by signing the responsibility for compliance certificate?

5c. YES/NO/NA

Is there evidence that the Purchasing Agent reviewed the licensing agreement who procured the software?

5d. YES/NO/NA

If required was the licensing agreement signed by the Contracting Officer?

5e. YES/NO/NA

Was a copy of the Project Officer certification attached to the file?

- 6 . YES/NO/NA** **Are all items classified as Sensitive Property, Accountable Property (property equal to or greater than \$5,000), and Leased Equipment coded with the correct OC codes and entered into the NIH Property System? [NIH Manual 26101-25-2]**
- 7. YES/NO/NA** **If the merchant is a BPA vendor, did they extend the discount negotiated under the BPA to the purchase card?**
- 8. YES/NO** **Was receiving information (signed and dated by the individual accepting the shipment) annotated on the shipping document and/or on the Record of Purchase Card Order Log?**
- 9. YES/NO/NA** **Was the IRS Form 1099-Misc and a copy of the Convenience Check, issued for a Professional Service order, attached to the file?**
- 10. YES/NO** **Was the proper VISA information documented and applied prior to issuing a Convenience Check?**
- 11. YES/NO/NA** **Was the Record of Purchase Card Log completed properly (including delivery)?**
- 12. YES/NO** **Was all the documentation filed in the interim monthly acquisition file and attached to the monthly Statement of Account (printed from the ADB after the reconciliation has been completed)?**
- 13. YES/NO** **Was the automated monthly SOA reconciled by the cardholder during the required period of time (13th of the month)?**
- 14. YES/NO** **Was the automated monthly SOA reviewed by the CAO during the required period of time (18th of the month)?**
- 15. YES/NO** **Were there any items purchased that appeared on the unauthorized purchase list ?**

B. REGULATORY PROBLEMS:

1. YES/NO/NOT Was the item available from a Priority (mandatory) procurement source? [FAR DOCUMENTED 8.001] THIS IS NOT NECESSARILY A PROBLEM UNLESS THE CARDHOLDER FAILED TO DOCUMENT THAT MANDATORY SOURCES WERE CHECKED. (SEE QUESTION 2.)
2. YES/NO/NA If a priority source was available, but the award was not made to the priority source, does the file document the reason(s) for not awarding to the preferential source? [FAR 8.001]
3. YES/NO/NA Adequate SOW or Purchase Description? Was the requirement defined in enough detail so that both parties had a clear understanding of what was being purchased? [FAR 10.002 and FAR 12.202]
4. YES/NO/NA Does the price paid for the requirements seem reasonable? [FAR 13.106-3 (a)(1) and (2)] *For orders >\$2,500.00 see questions 4-6 Sect B Orders >\$25,000.00 Sect C*
5. YES/NO/NA Record of the vendor(s) contacted and quotes received? [FAR 4.803 (a)(5) and (10)] (Only one source required for orders less than \$2,500.)
6. YES/NO/NA Has the Drug Free Workplace Clause been incorporated into the award to individuals? [FAR 23.505 and 52.223-b (NIH 2555-4)]
7. YES/NO/NA Is there evidence of order splitting to stay under the single purchase limit or the monthly purchase limit? [FAR 13.003 (c)]

II. ALL ORDERS GREATER THAN \$2,500

A. FSS ORDERS Greater than \$2,500— All of Paragraph I above and:

1. YES/NO/NA If a multiple award schedule, documentation that at least three schedule price lists were reviewed? [FAR 8.404(b)(2)]
2. YES/NO/NA Explanation of a “Best Value” decision, when other than the lowest price is selected? [FAR 8.404(b)(2)]

B. OPEN MARKET ORDERS – between \$2,500.01 and \$25,000:

All of paragraph I above; and

1. YES/NO/NA If an award was made to other than a small business, has the cardholder made a determination that is reasonable and adequate for not using a small business? [FAR 13.003(b)(1)] and [19.502-2(a)]

2. YES/NO/NA If required, is the Sole Source Justification adequate? [FAR 13.106-1(b)]
3. YES/NO/NA If required, is the justification for a Brand Name, make, or model adequate? [FAR 11.104]
4. YES/NO/NA Is there documentation, if this was not a valid sole source requirement, that three or more price quotes were solicited? [FAR 13.104(b)]
5. YES/NO/NA If less than three quotes were received, was the basis for determination of price reasonableness adequately documented? [FAR 13.106-3(a)(2)]
6. YES/NO/NA Evidence that the purchase price is advantageous to the Government when other than the lowest price is selected? [FAR 13.106-1(a)(2) and 8.404(b)(2)]
7. YES/NO/NA Inclusion of Service Contract Act wage determinations or exemption certification, when applicable? [FAR 22.1002-1]
8. YES/NO/NA Does the file include the Small Business Program Representations, the North American Industry Classification System, (NAICS) Codes and the size standards? [FAR 19.102, FAR 19.303, FAR 19.307 and FAR 52.219-1] 2
<http://epic.od.nih.gov/naics/index.asp>
9. YES/NO/NA Is the product considered a Domestic End Product under the Buy American Act? [FAR 25.101] (If not, the item cannot be procured using the purchase card.) *For exceptions see [FAR 25.103 & FAR 25.104] i.e. Books, trade, text, technical, or scientific; newspapers; pamphlets; magazines; periodicals; printed briefs & films; not printed in the United States and for which domestic editions are not available.*

C. OPEN MARKET ORDERS – between \$25,000.01 and \$100,000:

1. YES/NO Evidence that a Synopsis or combined synopsis/solicitation was published in the *Commerce Business Daily* (CBD) or via FedBizOpps, at least 15 days prior to soliciting quotations or issuance of a solicitation FAR 5.203(a) <http://www.fedbizops.gov> ?
2. YES/NO A copy of the synopsis, through the CBD or FedBizOpps attached to the file?
3. YES/NO Documentation present, exempting the requirement from full and open competition?
4. YES/NO Documentation present of all quotes received?
5. YES/NO Documentation citing acceptable *circumstances for Other Than Full and Open Competition (JOFOC) attached to file? FAR 13.106.1
**Circumstances as prescribed in FAR 6.302-1, FAR 6.302-2 & FAR 6.302-5*

NIH PURCHASE CARD RECONCILIATION PROCEDURES (5/01/01)

Monthly Reconciliation Instructions

1. Reconciliation must be completed for the Cardholder (CH) by the 13th and the Card Approving Official (CAO) by the 18th of every month. If these dates fall on a Holiday or a Weekend, the due date is the next business day.
2. Cardholders and CAO(s) may request extensions. The extension request must be in writing via E-mail. The extension request must be submitted to "Credicard@OD.NIH.GOV". The extension request must identify the time frame of the extension and a brief explanation that is precipitating the request. A response to the request will be processed within 24 hours of receipt by the Purchase Card Office.
3. An E-mail will be sent as a REMINDER to all cardholders and CAO(s) on or about the 16th of the month. There will be no individual messages sent to CH(s) regarding reconciliation.

FAILURE TO RECONCILE PRIOR TO THE 20TH OF THE MONTH, WILL RESULT IN OFM PAYING THE BILL USING THE DEFAULT CAN ASSIGNED TO THE INDIVIDUAL PURCHASE CARD ACCOUNT. After the 20th of the month, Default CAN(s) can only be changed manually through coordination with the IC Administrative Officer and OFM. It should be noted, this paragraph also applies to CH(S)/CAO(s) that received extensions beyond the 20th of the month. This situation should be very rare. The Government Accounting Section, OFM, should be provided with the following information: (1) a written, signed justification stating the reason why the corrections were not made during the reconciliation period; (2) the reason for the correction(s) and (3) the total amount of charges to be moved, by CAN and sub object class.

4. Incomplete reconciliations after the above mentioned due dates will result in the card being suspended with notification to the CH(s)/CAO(s). Also, an E-mail message will be sent to the appropriate IC Purchase Card Coordinator, identifying the CH(s) and CAO(s) who have been suspended.

Suspension Penalties

First Suspension: Once the CH account is suspended, the CH and CAO must complete the reconciliation for the month in which the card was suspended. The CH must notify this office via E-mail to "Credicard@OD.NIH.GOV" that the above mentioned reconciliation is complete. Upon notification and verification by this office that the reconciliation is complete, the purchase card will be reinstated. Cardholders should anticipate waiting at least 24-48 hours before the card is reactivated.

Second Suspension: If the CH account has been suspended twice during the past twelve months, the account will be suspended for a period of two weeks after reconciliation is completed and verified.

FINAL SUSPENSION: If the unreconciled account would result in a third suspension during the past twelve months, the CH account will be **CANCELED**. Once the account is canceled, the CH must wait one year before a new account is opened. Prior to the CH receiving a new account, he/she must re-take the mandatory training.

OLAO's GWACs/MACs

Chief Information Officers - Solutions and Partners - 2

AGENCY POINT OF CONTACT: Greg Holliday, Contracting Officer, (301) 402-3069

BRIEF DESCRIPTION OF THE SCOPE: The CIO-SP2 contracts provide Information Technology (IT) hardware, software, systems, and services in support of IT solution within NIH and other Federal Government Agencies. Task orders will be written for support and services in nine primary task areas. The nine task areas include: Chief Information Officer (CIO) Support, Outsourcing, IT Operations and Maintenance, Integration Services, Critical Infrastructure Protection and Information Assurance, Digital Government, Enterprise Resource Planning (ERP), Clinical Support, Research, and Studies, and Software Development.

AGENCIES THAT MAY PLACE ORDERS: Any Federal Government Agency

A URL TO CONTACT FOR PROGRAM INFORMATION: <http://nitaac.nih.gov>

A LIST OF THE APPLICABLE ADMINISTRATION FEES: There is no fee for NIH customers. (NIH customer fee is built into the Service and Supply Fund charges for the particular mechanism used to place the order). For external customers (Federal agencies other than NIH) there is a sliding scale fee.

Contract for Information Technology for Imaging Equipment and Services

AGENCY POINT OF CONTACT: Donald Wilson, Contracting Officer, (301) 435-3886

PROGRAM NAME/ACRONYM: Image World 2 New Dimensions (IW2nd)

BRIEF DESCRIPTION OF THE WORK: There are three technical functional areas: Business Technology Functional Area, (document conversion and electronic storage), which includes Electronic Document Management (overall cataloguing, archiving, and control, e.g. age monitoring for timely deletion of organizational information residing in documents such as business forms, reports, letters, memos, policy statements, contracts, agreements, etc.) and Administrative Correspondence Workflow; Medical Sciences Technology Functional Area, (image processing within the Clinical, Biological, and Radiological arenas), which includes Electronic Image Application and Medical Image Analysis; and Geographic Information Systems (GIS) / Scientific Technology Functional Area, which includes Geographic Information Systems and Scientific Imaging Applications. Acquisitions may be COTS Hardware Acquisitions, COTS Software Acquisitions, or Integrated Systems, Services and Solutions.

AGENCIES THAT MAY PLACE ORDERS: Any Federal Government Agency

A URL TO CONTACT FOR PROGRAM INFORMATION: <http://nitaac.nih.gov>

A LIST OF APPLICABLE ADMINISTRATION FEES: There is no fee for NIH customers. (NIH customer fee is built into the Service and Supply Fund charges for the particular mechanism used to place the order). For external customers (Federal agencies other than NIH) there is a sliding scale fee.

Contract for Commercial Off-the-Shelf Hardware and Software

AGENCY POINT OF CONTACT: Millicent Manning, Contract Officer, (301) 402-3072

PROGRAM NAME/ACRONYM: Electronic Computer Store II (ECS II)

BRIEF DESCRIPTION OF THE SCOPE OF WORK: The ECS II contracts provide the National Institutes of Health and other Federal Government Agencies with a full range of commercial off-the-shelf (COTs) hardware (e.g., laptops, peripherals, commercial telecommunications equipment items related to interfacing with telephone, research workstations, and operating systems), software, documentation, maintenance (of those hardware, software and peripheral items acquired under this contract), COTS setup training and warranty services. Each contractor maintains and manages an Electronic Computer Store catalog via the Internet that furnishes a list and pricing of its products and provides the customer with the ability to compare prices, delivery terms, warranty provisions etc. across the entire contractor spectrum, thereby facilitating timely and economical acquisition of these Information Technology supplies and services. The computer hardware and software is Y2K compliant. The ECS II provides network equipment and accessories to meet the needs of NIH's LAN/WAN infrastructure. In addition, the ECS II provides UNIX based workstations and support equipment to meet a broad range of computational requirements for NIH's functions in health, biomedical research, statistics and science in general.

A URL TO CONTACT FOR PROGRAM INFORMATION: <http://nitaac.nih.gov>

A LIST OF APPLICABLE ADMINISTRATIVE FEES: There is no fee for NIH customers. (NIH customer fee is built into the Service and Supply Fund charges for the particular mechanism used to place the order). For external customers (Federal agencies other than NIH), there is a 1% processing fee to be paid as a separate Firm Fixed Price (FFP) line item on each Delivery Order. The fee covers the cost to NITAAC to plan, solicit, evaluate, award and administer the contracts.

Contract for Leasing of Information Technology and Biomedical Equipment

AGENCY POINT OF CONTACT: Donald Wilson, Contracting Officer, (301) 435-3886

INSTRUMENT NUMBER: Contract Number 263-01-D-0123

BRIEF DESCRIPTION OF THE SCOPE OF WORK: This contract authorizes the contractor to provide leasing of hardware and software to NIH and through them to all federal agencies. The contractor can provide lease quotes for the following lease types for terms of 24, 36, 48, and 60 months: Operating Lease, Fair Market Value Lease, Lease to Ownership LTOP, Lease with option to Purchase LWOP, Trade-In/Lease, Tiered Lease. The contract is Fixed Price contract.

AGENCIES THAT MAY PLACE ORDERS: Any Federal Government agency

A URL TO CONTACT FOR PROGRAM INFORMATION: <http://nitaac.nih.gov>

A LIST OF THE APPLICABLE ADMINISTRATION FEES: There is no fee for NIH customers. (NIH customer fee is built into the Service and Supply Fund charges for the particular mechanism used to place the order). For external customers (Federal agencies other than NIH), there is a 1% processing fee to be paid as a separate Firm Fixed Price (FFP) line item on each Delivery Order.

Contract for Purchase of Biomedical Equipment

AGENCY POINT OF CONTACT: Greg Holliday, Contracting Officer, (301) 402-3069

INSTRUMENT NUMBER: Contract Number: 263-01-D-6004

PROGRAM NAME/ACRONYM: MedEquipGroup (MEG)

BRIEF DESCRIPTION OF THE SCOPE OF THE WORK: The MedEquipGroup (MEG) provides medical equipment to federal, medical organizations through an efficient on-line order system. Includes resources for warranty.

AGENCIES THAT CAN PLACE ORDERS: Any Federal Government agency.

A URL TO CONTACT FOR PROGRAM INFORMATION: <http://nitaac.nih.gov>

A LIST OF THE APPLICABLE ADMINISTRATION FEES: There is no charge to NIH customers. (NIH customer fee is built into the Service and Supply Fund charges for the particular mechanism used to place the order). For external (Federal agencies other than NIH) customers, the fee is 1% of delivery order or delivery order modification; minimum \$250.

Contract for Full Service Maintenance of Government-Owned Flow Cytometry Systems

AGENCY POINT OF CONTRACT: Catherine Hiltner, Contracting Officer, (301) 302-3063

INSTRUMENT NUMBER: Contract Number: 263-98-D-0001

BRIEF DESCRIPTION OF THE WORK: Full service maintenance inclusive of scheduled preventive maintenance and emergency repairs of various models of Becton-Dickinson manufactured, Government-owned flow cytometry systems.

AGENCIES THAT MAY PLACE ORDERS: Any Federal Government agency.

A URL TO CONTACT FOR PROGRAM INFORMATION: Not available

A LIST OF APPLICABLE ADMINISTRATION FEES: There is no charge to NIH customers (NIH customer fee is built into the Service and Supply Fund charges for the particular mechanism used to place the order). For external customers (Federal agencies other than NIH), the fee is 1% of delivery order or delivery order modification with a minimum fee of \$250.

Protein Biology Systems

AGENCY POINT OF CONTACT: Tina Tiffany, Contracting Officer, (301) 402-3079

INSTRUMENT NUMBER: Contract Number: 263-99-D-0026

BRIEF DESCRIPTION OF THE SCOPE OF WORK: The system performs surface-enhanced affinity capture (SEAC) using surface-enhanced laser description/ionization (SELDI) for the quantitative analysis of trace components (at low femtomole levels) directly from biological samples.

AGENCIES THAT MAY PLACE ORDERS: Any Federal Government agency

A URL TO CONTACT FOR PROGRAM INFORMATION: None

A LIST OF THE APPLICABLE ADMINISTRATION FEES: There is no charge to NIH customers. (NIH customer fee is built into the Service and Supply Fund charges for the particular mechanism used to place the order). For external customers (Federal agencies other than NIH), the fee is 1% of delivery order or delivery order modification with a minimum fee of \$250.

Travel of Non-Government Personnel and Conference Support

AGENCY POINT OF CONTACT: Anthony Revenis, Contracting Officer, (301) 402-3073

PROGRAM NAME/ACRONYM: Travel of Non-Government Personnel and Conference Support (TCS)

BRIEF DESCRIPTION OF THE SCOPE OF WORK: The travel and conference support contracts are time and material task order contracts for both domestic and international non-government travelers an meeting and meeting related costs. The contracts have fixed hourly rates for three job categories (Program Manager, Assistant Program Manager and Clerical). Pss-through costs are billed at cost plus a 2% handling fee.

AGENCIES THAT MAY PLACE ORDERS: Any Federal Government agency

A URL TO CONTACT FOR PROGRAM INFORMATION: None

A LIST OF THE APPLICABLE ADMINISTRATION FEES: There is no charge to NIH customers. (NIH customer fee is built into the Service and Supply Fund charges for the particular mechanism used to place the order). For external customers (Federal agencies other than NIH), the fee is 1% of delivery order or delivery order modification with a minimum of \$250.

Information and Communication Services

AGENCY POINT OF CONTACT: Anthony Revenis, Contracting Officer, (301) 402-3073

PROGRAM NAME/ACRONYM: Information and Communication Services (ICS)

BRIEF DESCRIPTION OF THE SCOPE OF WORK: The statement of work includes 16 areas framing and communicating a Federal message to the general public or a specific audience. The areas include: Communications research, media analysis and outreach, media and crisis communication training, Information and Referral, Outreach/Promotion, Press, public information, marketing and media services, outreach minority/under served populations, product development,

graphic design, exhibit services, communications meeting/conference support, database development/management, information tracking and referral, web design, development and management, website usability testing, and inventory/warehouse/distribution services. These contracts permit fixed-price, time and material, or cost reimbursement task orders. The price/cost for each task order must be negotiated in accordance with FAR 15.4 and the contracting officer must determine that prices are fair and reasonable.

AGENCIES THAT MAY PLACE ORDERS: Any Federal Government agency

A URL TO CONTACT FOR PROGRAM INFORMATION: None

A LIST OF THE APPLICABLE ADMINISTRATION FEES: There is no charge to NIH customers. (NIH customer fee is built into the Service and Supply Fund charges for the particular mechanism used to place the order). For external customers (Federal agencies other than NIH), the fee is 1% of delivery order or delivery order modification with a minimum fee of \$250.
